



# PRIVATE STREETS

## (Initial Applications or Amendments)

**Purpose:** The purpose of the private street approval procedure is to permit a property owner to create or develop a parcel of land without frontage on a public street.

**Code/Policy Reference:** Fremont Municipal Code Sections 8-1510 and 8-3117; Development Policy for Private Streets.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

\_\_\_\_\_  
Project Applicant

\_\_\_\_\_  
Date

### Submittal Requirements:

1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

2. Ten (10) copies of a project statement, which explains why the private street application is being submitted and why the most logical development of land requires private street access.

3. Plans including the following items:

- a. Vicinity map showing a one-half mile radius of the site.

- b. Accurately dimensioned site plan showing:

- (1) Property lines.

- (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site.

- (3) Location and configuration of the proposed private street(s), showing first-choice street name(s).

- (4) Parking, other vehicle circulation areas and driveways.
- (5) Pedestrian ways and recreation areas, existing and proposed.
- (6) Easements on the property.
- (7) All fire hydrants within 300 feet of the project site.
- (8) The date, north point, and a written and graphical scale.
- c. Dimensioned cross section(s) of the proposed street(s).
- 4. The number of plans required to be submitted with the application are:
  - a. Nine (9) copies of full-sized plans (collated and folded to a size NO LARGER THAN 8" x 13").
  - b. Fifteen (15) copies of plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".
  - c. One rolled set of reproducible vellums of full-sized plans (unless the plans are 11" x 17" or smaller).

NOTE: Full-sized plans and sepias submitted should be no larger than 30" x 42".

- 5. Two copies of a proposed street names list. Street names should be consistent, concise, and follow an overall development theme. Names will be compared to existing street names. Avoid conflicts between proposed and existing names. View Official Street Names online at: [http://gis.ci.fremont.ca.us/street/Official\\_Street\\_Names.cfm](http://gis.ci.fremont.ca.us/street/Official_Street_Names.cfm)
- 6. Two complete copies of the Impervious Surfaces form (<http://fremont.gov/ISF>).
- 7. Two copies of a current preliminary title report, including copies of any easements, agreements, or other exceptions to the property title.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Schedule Time Line:** Tentative tract maps are approved or denied by the Planning Commission within 50 days of a submittal being deemed complete and the completion of environmental review documents, such as a determination of exemption or the preparation and required postings/comment period for a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report.

**Appeals of Planning Commission Action:** Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Your appeal letter must be accompanied by a \$50 appeal fee and must set forth (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, 3300 Capitol Avenue, Fremont, CA 94538, phone: (510) 284-4062.

**Fees:** The minimum deposit for a private street application is \_\_\_\_\_ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone:(510) 494-\_\_\_\_\_

for proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_